# MSA Chapter Event Checklist

## Logistics
- Select agenda topics and session formats
- Determine date and time
- Complete budget and set registration fee
- Reserve facility
- Determine and arrange on-site meeting needs
- Plan catering needs
- Determine and arrange rooming needs
- Interview and select speaker
- Make arrangements for pre-payment and cancellations
- Arrange contingency plan
- Determine attendee materials needs
- Prepare/assemble attendee materials

## Promotion
- Determine timing of announcements
- Provide agenda and registration info to MSA for website
- Request mailing list from MSA
- Prepare announcement using “green” options
- E-mail announcement
- Coordinate follow-up announcement (if necessary)

## Implementation
- Ensure all shipments arrived and arrange for delivery to appropriate location(s)
- Set up meeting area(s)
- Check facility, equipment and catering needs
- Staff registration area
- Meet and greet speaker(s)
- Prepare return shipment

## Administration
- Review expenses and make required payments
- Review evaluation forms
- Submit minutes and attendance forms to MSA
- Send out thank you notes
- Evaluate the program and write summary